STANDARD FORM NO. 64

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Office Memorandum • United States Government

TO : Chief, Administrative Services

DATE: 6 November 1951

FROM : Chief, Transportation Division

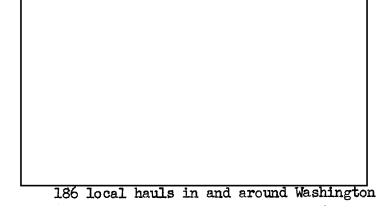
SUBJECT: Monthly Report of Transportation Activities - October 1951

The following report of activities of the Transportation Division during the month of October is submitted pursuant to your request.

1. Truck Operations:

The following truck operations were performed during the month:

25X1A



2. Que Building Motor Pool Operations:

899 total trips made

39.0 average number of trips per day

9887 total miles operated

429.8 average miles per day

4.3 average number of cars in pool per day

11.3 average miles per trip

45.0 average time per trip

Comparison of total trips, total miles operated and average miles operated per day for the past three months:

	Total Miles	Total Trips	Average Miles Per Day
August	13,778	1122 691	599.0 489.4
September October	9,300 9,8 87	899	429.8

During the month the shuttle service between CIA buildings and the Pentagon carried a total of 26,796 passengers, an average of 1165.0 per day.

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	3. Following is a report of	the activities of the	Garage: 25X1
	During the month tentuned, etc., on the	n (10) vehicles were complet "Rotation" plan.	tely checked,
	Repair Jobs		- 64
	*Labor	- \$1127. 2	2 5
	Parts	- \$ 608.9) 5
		Performed Outside	- 16
	Labor	- \$ 399.8	3 3
	Parts	- \$1 364.3	30
	Maintenance	Work	- 89
	*Labor	- \$ 835.2	
	Parts	- \$ 29.1	
	*Work performed by Mechanics		
	Maintenance	Work (performed by Mechanic	ola Wolneya)
		Washed - 233	a uerbera)
_		Subricated - 109	
		Service Jobs - 90	
		70	
Ī	saving of \$941.50. The value of labor 1 \$812.30, compared with salaries of \$816. overall saving of \$937.16 for the month. During the month the Transport weight, 286,146 pounds, to the various 1	.64, indicating a loss of \$4 cation Division hauled 1,935	5 cases, total
25X1A			
	4. Fifty-two passenger cars trucks operated 15,744 miles; while six grand total of 124,437 miles.	operated 65,167 miles; thir (6) buses operated 15,744 m	rty-three (33) riles, a STATINTI
	5. Volume of work and flow of the Transportation Division was as follows:	f personnel through the	of
25X1	Rail Reservations	Fare Quotations	25X1
20/(1	Airline Reservations	Persons Processed Overse	1 1
	Steamship Reservations	Domestic Travelers	
	Hotel Reservations	Transportation Requests	
		•	
			25X1A
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